

Commonwealth of Kentucky
Kentucky State Board for Proprietary Education
P.O. Box 1360
Frankfort, KY 40602
(502) 564-3296, Ext. 227

COMMERCIAL DRIVER LICENSE TRAINING SCHOOL
NON-RESIDENT SCHOOL LICENSE RENEWAL APPLICATION

This form must be completed in its entirety, typed or printed legibly and submitted to the board office with the annual license renewal fee. All fees must be paid by check or money order made payable to the KENTUCKY STATE TREASURER. DO NOT SEND CASH.

Please indicate any change in the school address below:

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1. Mailing Address (if different than above): _____

 2. Name(s) of Owner(s): _____

 3. Name of Chief School Administrator: _____
 4. Has ownership changed since previous application? ____ Yes ____ No If yes, give details on separate attachment.
 5. Present enrollment: _____ Total enrollment during year (include present enrollment): _____
 Number graduating during year: _____
 6. Present instructional staff: _____ Full-time _____ Part-time
 7. List courses submitted for Board approval. List title of course(s) as will appear on the school's Certificate of Licensure.
 (Attach separate sheet if necessary.)

Name of Course	Type of Program (Certificate/Diploma)	Estimated Time to Complete	Length of Program	Hrs/Wks/Credit Hours
1.				
2.				
3.				

List **all** Federal and/or State Financial Aid programs offered by the school:

Name/Title _____ Type _____
 Name/Title _____ Type _____

List **all** financial institutions used for students to finance tuition costs (name, address and telephone number):
 (Attach separate sheet if necessary.)

8. The following items **must** be attached as part of this application (instructions included in packet):
- A. **Copy** of current school catalog, certified as being true and correct in content and policy.
 - B. **Copy** of student contract or agreement form, including school refund policy.
 - C. **Copy** of current evidence of compliance with appropriate fire, safety, and health codes.
 - D. **Original** Proprietary School Bond or Continuation Certificate for surety bond # _____.
 - E. \$900.00 annual renewal license by check or money order made payable to the **Kentucky State Treasurer. DO NOT SEND CASH.**
 - F. Instructor license application completed for each instructor with fees and photographs.
 - G. Agent permit application completed for each agent/recruiter with fees and photographs.
 - H. Copy of current liability insurance policy including listing of all equipment and VIN.
 - I. Copy of all advertisements currently published in print or broadcast.
9. **I certify that all information given is true and correct to the best of my knowledge and that all requirements as set forth in KRS Chapter 165A are met. I hereby affirm that I have not been arrested or convicted of a misdemeanor or felony since the initial application for licensure was submitted and processed.**

(Signature of School Director)	(Printed Name of School Director)	Date
(Signature of School Owner)	(Printed Name of School Owner)	Date
(Signature of School Owner)	(Printed Name of School Owner)	Date
(Signature of School Owner)	(Printed Name of School Owner)	Date
(Signature of School Owner)	(Printed Name of School Owner)	Date

(Name of School)